

Vacancy Announcement (VA) No 2026-05

I. POSITION INFORMATION

Post Title:	Monitoring and Reporting Consultant (Part-Time Basis)
Duty Station:	Colombo
Type of Contract:	LICA Grade 8 (Issued by UNOPS on behalf of UN-Habitat)
Number of Positions:	1
Supervisor:	Country Programme Manager
Contract Duration:	4 months with possibility extension
Date of Advertisement	20 th August 2026
Date of Closing:	3 rd September 2026

Organizational Context

The United Nations Human Settlements Programme (UN-Habitat) is the United Nations agency responsible for human settlements, mandated to promote socially and environmentally sustainable towns and cities, with the goal of providing adequate shelter for all; within the overall objective of the United Nations to reduce poverty and promote sustainable development. The details of the Habitat Agenda, Global Programmes and the mandate are available in the global web site at www.unhabitat.org and the Sri Lankan web site at www.unhabitat.lk.

Since its inception in 1978, UN-Habitat has been closely working with the Government of Sri Lanka and implemented projects and programmes under the themes of, (a) Environment and climate change; (b) Post-disaster recovery and reconstruction; (c) Land and housing; (e) Disaster Risk Management; (f) Urban planning and governance; (g) Pro-poor settlement upgrading; (h) Water and sanitation; (i) Community infrastructure; and (j) Social inclusion.

UN-Habitat currently operates across Sri Lanka's Western, Northern, Eastern, Central and Uva provinces, implementing medium to large scale projects in infrastructure, environment, water, sanitation and hygiene through community-led participatory processes.

Duties and Responsibilities

Under the direct supervision of the Country Programme Manager, UN-Habitat Sri Lanka and in close collaboration with the Project Team, the Monitoring & Reporting Consultant will be responsible for the following activities:

Contribution to Resource Mobilization

- Contribute to the implementation and operationalization of the UN-Habitat Country Programme Document (CPD) in Sri Lanka and related sector strategies.
- Support identification of new project opportunities aligned with UN-Habitat strategic priorities.
- Contribute to the preparation of concept notes and project proposals.
- Contribute to development of policy documents and knowledge products.

Monitoring, Reporting and Knowledge Management

- Prepare, compile, and support the production of quarterly, bi-annual, annual, and final project reports across multiple ongoing projects.
- Develop/refine and implement monitoring tools, indicators, and methodologies for ongoing and pipeline projects.
- Collect, verify, and consolidate monitoring data from government, technical field teams, consultants, and implementing partners.
- Ensure data quality, consistency, and alignment with project indicators and results frameworks.
- Analyze field data and progress information to assess project performance against planned outputs and outcomes.
- Identify trends, challenges and lessons learned to inform decision-making.
- Provide technical support to project staff and implementing partners on M&E methodologies, data quality, and results-based management.
- Support the development and maintenance of results-based monitoring systems and reporting tools ensuring alignment with UN-Habitat's Results-Based Management Framework.
- Document best practices, lessons learned, and success stories to support knowledge management and visibility.
- Ensure all reporting products comply with UN-Habitat standards and donor reporting requirements.
- Perform any other duties as may be assigned by the supervisor in support of project implementation and reporting functions.

Coordination, Stakeholder Engagement and Reporting Support

- Participate in project review meetings, technical coordination meetings, and donor review meetings.
- Support coordination with government agencies, technical field teams, consultants, and implementing partners to ensure timely reporting inputs.
- Facilitate the flow of information between field teams, project staff, and donors for effective reporting and decision-making.
- Contribute to the preparation of presentation materials and briefing notes for donor and stakeholder engagements.

Education: Advanced university degree (Master's or equivalent) in social sciences, preferably in development studies, project management, statistics or a related field.

Experience: A minimum of 8 years of progressive professional experience with a Bachelor's degree, or 2 years with a Master's degree, in monitoring, evaluation, and reporting of development programmes is required.

- Proven experience in preparing project reports (quarterly, annual, and donor reports) for multi-project environments.
- Experience in urban development, WASH, infrastructure, or climate-related sectors is highly desirable.
- Experience working with multilateral or bilateral donor-funded projects is an advantage.
- Previous experience with UN agencies or knowledge of UN rules, reporting systems, and procedures will be considered a strong asset.
- Strong experience in coordinating with government technical teams, consultants, and stakeholders for data collection and validation is required.

Competencies:

Professionalism: Sound analytical and problem-solving skills, plus ability to handle a range of equipment used in communication. Strong analytical, conceptualization, reporting skills required. Should have advanced writing, research, and analytical skills. Expertise in development of strategic documents, policy documents, local action plans as well as preparing and planning of various trainings/ workshops for different stakeholders.

Teamwork: Ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Planning & Organizing: Ability to work with minimal supervision, under the pressure of frequent and tight deadlines often in difficult and demanding conditions.

Communication: Excellent communication (spoken and written) skills in English and demonstrated ability to explain concepts and approaches in the field of expertise, as well as UN policies and procedures.

Client orientation: Professional and courteous attitude and demonstrated ability to work effectively in a stressful environment. Receptive towards client needs. Understands that those provided services are clients and seek to see things from a client perspective. Maintains tact and diplomacy at all times.

Global Mandates and Frameworks Knowledge: Sound knowledge of global sustainable development and urban development frameworks, including the 2030 Agenda for Sustainable Development and the Sustainable Development Goals (SDGs), the Paris Agreement on Climate Change (2015), and the New Urban Agenda (NUA).

Understanding of their application in the context of sustainable human settlements, climate-resilient urban development, and inclusive urban planning is required. Familiarity with UN-Habitat strategic priorities and relevant global policy frameworks will be an advantage

Language: English and French are the working languages of the UN Secretariat. For this post fluency in English (both oral and written) is required; knowledge of another UN official language and local language/s is an advantage.

Remuneration

In compliance with UNOPS/UN-Habitat Policy.

How to Apply

Sri Lankan Nationals meeting the essential requirements of the position are invited to apply by submitting the following documents to employment@unhabitat.lk

- Letter of Interest which clearly indicates the Vacancy Announcement Number (i.e. VA No 2026-05).
- Updated and Signed UN Personnel History Form P.11 (P11 is attached to this VA) and also available in <http://www.unon.org/docs/P11.doc>
- Your email's subject should be Application for the Post of Monitoring & Reporting Consultant

Failure to comply with the above requirements will result in rejection of the application.

Due to the large number of applications expected, only short-listed candidates will be contacted. The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8).